

## MILPERSMAN 1320-300

### TYPES OF ORDERS

<b>Responsible Office</b>	NAVPERSCOM (PERS-451)	Phone:	DSN COM FAX	882-4198 (901) 874-4198 882-2693
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<b>References</b>	(a) NAVSO P-6034, Joint Federal Travel Regulations Volume 1, Uniformed Service Members (b) BUPERSINST 1320.6F
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1. **Policy.** Orders for naval personnel are issued and approved by Commander, Navy Personnel Command (COMNAVPERSCOM), or commands authorized by COMNAVPERSCOM. Only COMNAVPERSCOM can delegate authority to field commands to issue orders and such authority is limited to specific types of orders. Orders are classified into standard accounting category codes (ACCs) according to the type of orders (Exhibit 1 refers). Other MILPERSMAN articles pertaining to orders and their procedures are as follows:

Topic	See MILPERSMAN
Preparation of Standard Transfer Order (STO)	1320-302
Preparation of Permanent Change of Station Transfer Order (PCSTO)	1320-304
Permanent Change of Station (PCS) Transfer Order Delivery and Interpretation	1320-306
Permanent Change of Station (PCS) Transfer Order Execution	1320-308
Permanent Change of Station (PCS) Transfer Order Endorsements	1320-310
Permanent Change of Station (PCS) Transfer Order Modification or Cancellation	1320-311
Order Clarification and Claims	1320-312
Temporary Additional Duty (TEMADD) Travel Orders	1320-314
General Court Martial Orders	1320-316
Preparation of Standard Transfer Order (STO) for Separation and Hospitalization	1320-318

Topic	See MILPERSMAN
Permanent Change of Station (PCS) Transfer Order to Ships under Construction at Civilian Shipbuilding Companies or Yards	1320-320
Change of Homeport or Permanent Duty Station (PDS) of a Vessel, Ship-Based Squadron or Staff, or Mobile Unit	1320-322
Permanent Change of Station (PCS) Procedures for Forward Deployed Commands of the Military Sealift Command (MSC)	1320-324
Personnel Support Function for NATO Southern Region	1320-326

## 2. Types of Orders

a. NAVCOMPT 536 (Rev. 12-79)/NAVPERS 1326/11 (Rev. 12-79), **Standard Transfer Order** (STO) will be used for local command-initiated transfers.

b. Change of duty orders are orders, which detach members from one duty station and assign them to another station. The type of duty from which members are detached or assigned may be either permanent or temporary. The different types of orders are as follows:

- (1) Permanent Change of Station (PCS) Orders.
- (2) Permanent Change of Activity (PCA) Orders.
- (3) Temporary Duty (TEM DU) Orders.
- (4) Additional Duty (ADDU) Orders.
- (5) Temporary Additional Duty (TEMADD) Travel Orders.
- (6) Temporary Duty Programmed School Input (PSI) Orders.
- (7) Active Duty Special Work (ADSW) Orders.
- (8) Duty under Instruction (DUINS).
- (9) Temporary Duty under Instruction (TEM DUINS).

3. **Permanent Change of Station (PCS) Orders**. (Reference (a), appendix A, refers.) PCS orders assign, detail, or transfer a member or unit to a different PDS under competent orders that do not specify the duty as temporary, nor provide for further

assignment to a new PDS, or direct return to the old PDS. A PDS is the post of duty or official station, including a ship, to which a member is assigned or attached for duty other than TEMDU or TEMADD. The limits of such post of duty or official station will be the ship, or the corporate limits of the city or town in which the member is stationed.

a. **PCS orders include the following:**

(1) Change in homeport of a vessel, afloat staff, or mobile unit.

(2) Change from home or place from which called (or ordered) to active duty to the first PDS.

(3) Change from last PDS to home.

(4) Assignment to course(s) of instruction at one PDS for 20 weeks or more (see reference (a), para. U2145-C).

b. **PCS Orders/Dislocation Allowance.** For the purpose of dislocation allowance, PCS orders include the following:

(1) Relocation of a household due to military necessity or government convenience within the corporate limits of the same city or town in connection with a transfer between activities.

(2) Change in homeport of a vessel, afloat staff, or mobile unit.

(3) Assignment to a course(s) of instruction at one PDS for 20 weeks or more (see reference (a), para. U2145-C).

c. **PCS Orders/Cost or Low Cost.** PCS orders may be either cost or low cost moves.

(1) A cost PCS move is considered a change of PDS for which the PCS costs exceed \$500. This type of move **always** requires the follow-on assignment of full DOD- or SECNAV-prescribed tour length, as applicable. Specified retainability **is not** waivable.

(2) A low cost PCS move is any change of PDS for which the **PCS** costs **do not** exceed \$500.

d. **North Atlantic Treaty Organization (NATO) Supplemental Travel Orders**

(1) Per agreements of NATO member nations, supplemental travel orders will be prepared by the Personnel Support Activity Detachment (PERSUPP DET) or detaching command and attached to each order requiring travel to, from, or within a NATO nation. ATEXT 66011 has been applied to each activity unit identification code (UIC) located in a NATO country (except Portugal), which directs the detaching command to prepare NATO travel orders per reference (b). NATO countries are as follows:

Belgium	France	Italy	Norway
United Kingdom	Canada	Greece	Luxembourg
Portugal *	United States	Denmark	Iceland
Netherlands	Turkey	Spain	Federal Republic of Germany

\*Since Portugal does not accept facsimile signature on supplemental travel orders, pen-and-ink signature is required for both the order (PCS or TEMADD) and the supplemental travel order when traveling in Portugal (ATEXT A26048).

(2) The agreements require the following:

(a) The NATO order to be written in both English and French.

(b) Members possess and carry arms only when authorized by their orders.

(c) Couriers be in possession of a NATO travel order, which shows the number of dispatches carried and certifies they contain official documents.

(3) When there is a requirement for frequent passage from one NATO country to another, the NATO travel order may be issued to individuals to cover a period not to exceed 1 year from the date of issue.

4. **Permanent Change of Activity (PCA) Orders.** PCAs are any no-cost (zero cost) assignment, detail, or transfer of a member from one UIC to another UIC within the same PDS (e.g., an in-place consecutive overseas tour (IPCOT) or a reassignment from the Navy Annex (Arlington) to the Pentagon (Arlington)). There is no entitlement associated with PCA orders, except for consecutive overseas tour (COT) leave travel in the case of IPCOT.

5. **Temporary Duty (TEM DU) Orders.** Orders may include detachment from one station and assignment to another station or stations for TEMDU pending further assignment (ACC: 320, 355) to a new

PDS or for return to the PDS. Members on TEMDU are not attached to any PDS. Reference (a), para. U2145 limits TEMDU assignments to periods not in excess of 180 consecutive days. Orders issued in violation of this restriction will jeopardize a member's entitlement to temporary or permanent duty allowances and are considered of doubtful competency for the purpose of per diem payment. TEMDU issued for consecutive periods of TEMDU at the same place, whether or not broken by short periods at the official PDS, must be approved as follows when it is anticipated the entire period of duty involved is in excess of 180 consecutive days:

a. When a command desires to issue orders for a temporary assignment in excess of 180 consecutive days, it should request authority per reference (a), para. U2145. Secretary of the Navy (SECNAV) has delegated the authority to approve such requests to Navy Personnel Command (NAVPERSCOM). Requests will be submitted to NAVPERSCOM, Officer/Enlisted PCS/TEMDUINS/TAD Fiscal Management Branch (PERS-454C) for processing prior to approval. Upon approval, orders will specifically include such approval either within the basic order itself or by endorsement thereto.

b. Approval prescribed in the preceding paragraph is not required if, during a temporary assignment of 180 consecutive days or less, it is determined that additional time is required to complete the assignment, and the time from the date of the determination to the new date of completion will not exceed 6 months. An extension of a temporary assignment may be authorized by a detailee issuing a modification to orders, or by an authorized commanding officer (CO) with an endorsement on the member's orders, or by an attachment thereto. The endorsement must show the following:

(1) The date the temporary assignment is extended.

(2) The reason for such extension.

(3) The new estimated date of completion of temporary assignment. This cannot exceed 6 months from the date the temporary assignment is extended.

(4) In cases of slippages in a ship's construction schedule, the date of the prospective CO's orders granting the authority.

## 6. Additional Duty (ADDU) Orders

a. ADDU orders assign a member to perform additional duty in conjunction with permanent duty. No travel is authorized by ADDU orders unless specified in the orders.

b. Members are not, in any case, detached from their permanent duty station. The following types of ADDU orders for personnel must be issued by NAVPERSCOM: (ADDU orders for members other than those listed may be issued at the discretion of the local CO.)

(1) Those, which result in an increase in basic pay/allowances for members (e.g., hazardous duty, duty in a flying status involving flying, or duty, which entitles members to incentive pay).

(2) Those that would entitle members to reimbursement of travel expenses.

(3) Those of a permanent or semi-permanent nature (more than 180 days in duration) to a command other than members' parent command where they perform principal duties.

(4) Those assigning members to command of a shore activity.

(5) Exceptions to this policy must be approved by NAVPERSCOM prior to the issuance of ADDU orders.

## 7. Temporary Additional Duty (TEMADD) Travel Orders

a. TEMADD orders temporarily assign a member in addition to present duties for periods not in excess of 180 consecutive days. The same time limitations apply to TAD assignments as with TEMDU assignments as outlined previously in this article. Upon completion of the TEMADD assignment, the member is directed to resume regular or TEMDU.

b. NAVPERS 1320/16 (Rev. 11-87), Temporary Additional Duty Travel Orders will be used for TEMADD. The STO may be used in the event use of NAVPERS 1320/16 would not be applicable. Navy order-writing activities will refrain from using DD 1610 (Rev. 3-01), Request and Authorization for TDY Travel of DOD Personnel when issuing TEMADD orders. Use of other than NAVPERS 1320/16 or STO is authorized only for Navy personnel assigned to a branch of the Uniformed Services, other than Navy, in a "FOR DUTY" status.

8. **Temporary Duty Programmed School Input (PSI) Orders.** Members who will begin entry-level training within 90 days of commissioning or enlistment will be assigned TEMDU (ACC: 150) prior to the training. Members who will not commence entry-level training within 90 days of commissioning or enlistment will be assigned as follows:

a. Any member whose TEMDU assignment prior to entry-level training would not result in entitlement to per diem (e.g., commissioning source, afloat, etc.) may continue to be assigned TEMDU (ACC: 150).

b. Any member whose TEMDU assignment prior to entry-level training would result in entitlement to per diem will be assigned PCS (ACC: 108) for that assignment. Officers assigned PCS to the Washington, DC headquarters activity area will be assigned PCS to NAVPERSCOM (ACC: 108), then TAD to local commands (i.e., Chief of Naval Operations (CNO)).

9. **Active Duty Special Work (ADSW) Orders.** ADSW orders assign Inactive Reserve or USN/USNR-RET members from home to ADSW for a limited or specified period of time, and direct, upon completion, release to inactive duty at which time members returns home.

10. **Duty under Instruction (DUINS).** Personnel are ordered to DUINS as PCS. Orders to DUINS apply when the intended cumulative duration of duty is **20 weeks or more** at one location (uninterrupted by TEMDU away from the school or installation). DUINS orders will not be converted to TEMDUINS.

11. **Temporary Duty under Instruction (TEMDUINS).** Orders, including a school or installation scheduled en route for **less than 20 weeks**, constitute a temporary assignment. Personnel are ordered to these sites in a TEMDUINS status en route to a PDS. Sometimes unforeseen delays will extend a scheduled course beyond 20 weeks. The CO is responsible for immediately notifying NAVPERSCOM of the circumstances causing the delay of the member completing the TEMDUINS. These delays include leave, hospitalization, unfavorable weather conditions in courses involving flying, etc. The possibility that unforeseen delays might extend a scheduled temporary assignment beyond 20 weeks does not change the fact the orders, based upon the scheduled length of the course, constitute a temporary assignment.

a. Some TEMDUINS orders must be modified by NAVPERSCOM to extend the present period of TEMDUINS or to change the member's status from TEMDUINS to DUINS. This should not be used as a means to avoid ordering the member to DUINS when the originally anticipated TEMDUINS period is in excess of 20 weeks.

b. When it is determined the member will require additional course(s) or be unable to complete the currently scheduled course(s) of instruction, NAVPERSCOM may issue a modification to

(1) extend the present period of TEMDUINS if the remaining duration does not exceed a 20-week period (i.e., the period remaining from the date the orders are modified plus the additional scheduled course(s) is less than 20 weeks), or

(2) change the status to DUINS if the remaining duration exceeds a 20-week period (i.e., the period remaining from the date when the orders are modified plus the additional scheduled course(s) exceeds 20 weeks).

c. When a member has remained beyond the assigned period of TEMDUINS without NAVPERSCOM authorization, the CO must notify NAVPERSCOM of the circumstances, which caused the member to remain beyond the assigned period. NAVPERSCOM will (by a modification to the orders) either approve the period the member has remained beyond the authorized period or change the status of the member from TEMDUINS to DUINS when the remaining duration exceeds 20 weeks.

d. When a member has remained beyond 20 weeks without a NAVPERSCOM modification, the CO must notify NAVPERSCOM of the circumstances, which caused the member to remain beyond 20 weeks. NAVPERSCOM will then issue a modification to reconstruct the member's orders to reflect DUINS status effective on the date the member passed the 20-week period. Once the member has completed 20 weeks at one location without a modification to orders, that location becomes the member's PDS.

e. Entitlement to appropriate temporary allowances is based upon the intent of the orders as originally written; however, temporary allowances are no longer payable after receipt of an order modification to DUINS, as this constitutes a PCS.

f. Conservation of TEMDUINS funds is a primary factor in rotation plans and policies. To the maximum extent possible, training will be collocated with either the old or new PDS.

12. **Duration of Temporary Assignments except for Courses of Instruction.** Reference (a), para. U2145 implementing various Comptroller General decisions, limits TEMDU or TEMADD assignments to periods not in excess of 6 months except in certain circumstances.



a. Orders issued in violation of this restriction will jeopardize members' entitlement to TEMDU allowances; therefore, order issuing authorities will ensure that TEMDU or TEMADD orders are not issued when the contemplated duration is in excess of 180 consecutive days, except as provided for in reference (a). Orders issued in violation of this restriction are not considered competent for the purpose of per diem payment.

b. The issuance of TEMDU or TEMADD orders for consecutive periods of TEMDU at the same place, whether or not broken by short periods at the official permanent duty station, is prohibited when it is contemplated the duty involved will require the same member's (or different member's) service in excess of 6 months. PCS orders are required in these circumstances, unless the Deputy Chief of Naval Personnel (Deputy CHNAVPERS) expressly authorized the issuance of TEMADD orders.

c. When an order issuing authority desires to effect a temporary assignment in excess of 180 consecutive days, under conditions where it would be impracticable or uneconomical to effect a PCS, authority will be requested for the issuance of such orders per reference (a), para. U2145-B.

(1) Requests will be submitted to NAVPERSCOM (PERS-454C) for approval by CHNAVPERS.

(2) When approval is granted, orders, which are issued, will specifically reference such approval.

d. There are many instances when a temporary assignment will be contemplated to be of less than 6 months duration, but bonafide extensions will cause the actual duration to extend beyond 6 months.

(1) Such extensions are limited to cases in which there has been a definite change or unforeseen expansion in the duty, or unforeseen delays were encountered, requiring an extension of the TEMDU period.

(2) Approval from NAVPERSCOM is not required in these instances; however, when an anticipated requirement of an additional 6 months remains, action will be taken to fulfill the requirement through PCS action or approval of an extension.

e. An endorsement indicating extension is required on orders when periods of TEMDU or TEMADD are extended beyond that contemplated in the basic orders.

**EXHIBIT 1**

**STANDARDIZED ACCOUNTING CATEGORY CODES (ACCs)**

(Effective Jan 89 per CNO ltr 5230 Ser 161G/444-88 of 16 May 88.)

Code	Order Production Module (OPM) phrases for Enlisted Assignment Information System (EAIS) and Officer Assignment Information System (OAIS) Orders	Assigned By
100	<b>DUTY (more than 6 months).</b> Member assigned or attached for duty other than TEMDU, TEMDUINS, or TEMADD at an ultimate activity whose post or official station may include a ship (for the purpose of personal travel and transportation of personal effects located aboard the ship) and the homeport of a vessel or of a ship-based staff/unit (for transportation of family members and household goods). (Reference (a), appendix A.)	PERS-4
101	<b>FAILED TO REPORT FOR DUTY.</b> NAVPERSCOM, Progression, Performance, and Security Department (PERS-48) is notified by PERSUPP DET/admin unit that member has failed to report. NAVPERSCOM (PERS-48) then updates OMF via a "BY" TAC transaction.	PERS-484
103	<b>TEMPORARY ACTIVE DUTY.</b> Member issued round trip orders from home to active duty assignment on a temporary basis and return. Length of active duty period determined in orders. Member is not counted on active strength.	PERS-4812
104	<b>HUMANITARIAN DUTY (more than 6 months).</b> Member assigned per MILPERSMAN 1300-500.	PERS-4
105	<b>LIMITED DUTY (more than 6 months).</b> Member's assignment restricted by medical board for medical reasons. Activities to which assigned considered as a PDS.	PERS-4
106	<b>DUTY IN CONNECTION WITH CONVERSION, FITTING OUT, OR REACTIVATION (CFO) (more than 6 months).</b> Member assigned for permanent duty at the Supply Ship (SUPSHIP) Detachment located at the site where a Navy vessel is under construction, conversion, or reactivation. A second PCS order must be issued before the vessel is commissioned to detach the member from duty (ACC: 106) at the construction site and direct the member to report for duty on board the ship when placed in commission (ACC: 100).	PERS-4

**EXHIBIT 1 (Continued)**  
**STANDARDIZED ACCOUNTING CATEGORY CODES (ACCs)**

<b>Code</b>	<b>OPM phrases for EAIS and OAIS Orders</b>	<b>Assigned By</b>
107	<b>MOBILIZATION DUTY.</b> Use when directed by COMNAVPERSCOM or Chief of Naval Reserve (CHNAVRES).	PERS-4
108	<b>DUTY GUARANTEED PROGRAMMED SCHOOL INPUT (PSI) PROGRAM (more than 6 months).</b> Enlisted member recruited for assignment to a guaranteed programmed school; officer new accession; ensign stashes for 90 days or more; designator transferee, because there are no quotas open in the next class (i.e., Aviation, Submarine, Special Warfare, Supply Schools, etc.) at the time of appointment or change in designator. They are issued an accession order to report to a ship, squadron, etc., for permanent duty. A second PCS order is issued when the school has an opening for the member.	PERS-4
109	<b>DECLARED DESERTER.</b> Master file updated by NAVPERSCOM (PERS-48).	PERS-484
150	<b>TEMPORARY DUTY GUARANTEED PSI PROGRAM (6 months or less).</b> Same definition as for (ACC: 108) except the member will be issued one set of orders with TEMDU guaranteed PSI at an intermediate activity while en route to the programmed school.	PERS-4
320	<b>TEMPORARY DUTY FOR FURTHER ASSIGNMENT (6 months or less).</b> Members must be detached from last PDS but their next PDS have not yet been identified. Member is assigned to an activity for TEMDU pending further assignment to new PDS. Member may, or may not, be entitled to transportation of household goods (HHG) or family members until the follow-on order is issued with the new PDS assigned. (Reference (a), paras. U4750/U4760.)	PERS-4
330	<b>TEMPORARY DUTY FOR FURTHER TRANSFER (6 months or less).</b> Member is en route to a unit, for permanent duty, that is away from its homeport and cannot report for duty until transportation is available to the unit or its return to its assigned homeport.	PERS-4
340	<b>TEMPORARY DUTY FOR RECRUIT TRAINING (less than 20 weeks).</b> Enlisted only.	PERS-4

**EXHIBIT 1 (Continued)**  
**STANDARDIZED ACCOUNTING CATEGORY CODES (ACCs)**

<b>Code</b>	<b>OPM phrases for EAIS and OAIS Orders</b>	<b>Assigned By</b>
341	<b>TEMPORARY DUTY UNDER INSTRUCTION (less than 20 weeks).</b> Member is ordered to attend a course(s) of instruction at a school or installation where the scheduled cumulative duration is less than 140 days (20 weeks). The school or installation is considered to be TEMDU for entitlement purposes. (Reference (a), para. U2146.)	PERS-4
342	<b>DUTY UNDER INSTRUCTION (20 weeks or more).</b> Member is ordered to attend a course(s) of instruction at a school or installation where the scheduled cumulative duration is more than 140 days (20 weeks). The school or installation is the member's PDS regardless of the terms of the orders involved. (Reference (a), para. U2146-B.)	PERS-4
350	<b>TEMPORARY DUTY (not otherwise defined, 6 months or less).</b> Member assigned at one or more locations, other than the PDS at which other temporary duty under instruction is performed (180-day time limit). (Reference (a), para. U2145-A.)	PERS-4
351	<b>FAILED TO REPORT FOR TEMPORARY DUTY.</b> PERSUPP DET/admin unit notifies NAVPERSCOM (PERS-48) by message, NAVPERSCOM (PERS-48) updates master file via a "BY" TAC transaction.	PERS-484
352	<b>TEMPORARY DUTY IN CONNECTION WITH CFO (6 months or less).</b> Member assigned for less than 6 months to the SUPSHIP Detachment at the building site of a Navy vessel prior to its commissioning date. Member also directed to report for duty (ACC: 100) on board when placed in commission.	PERS-4
354	<b>TEMPORARY DUTY FOR HUMANITARIAN ASSIGNMENT (6 months or less).</b> Member assigned under MILPERSMAN 1300-500 while en route to next PDS.	PERS-4
355	<b>TEMPORARY DUTY AWAITING MEDICAL BOARD/PHYSICAL EVALUATION BOARD (PEB).</b> Member awaiting formal medical board or PEB proceedings.	PERS-4
356	<b>TEMPORARY DUTY PENDING EVALUATION (6 months or less).</b> Member awaiting evaluation by local authorities for special duties; i.e., submarine, aircrew, diving, etc.; prior to reporting for special duty.	PERS-4

**EXHIBIT 1 (Continued)**  
**STANDARDIZED ACCOUNTING CATEGORY CODES (ACCs)**

<b>Code</b>	<b>OPM phrases for EAIS and OAIS Orders</b>	<b>Assigned By</b>
358	<b>TEMPORARY DUTY SENIOR MINORITY ASSISTANCE RECRUITING (SEMINAR) PROGRAM (6 months or less).</b> Member assigned to hometown minority recruiting while en route on PCS orders.	PERS-4
370	<b>TEMPORARY DUTY UNDER TREATMENT.</b> Member assigned as an in-patient at a Navy medical facility.	PERS-4
372	<b>TEMPORARY DUTY UNDER TREATMENT.</b> Member assigned as an in-patient at a non-military Medical Facility	PERS-4
373	<b>TEMPORARY DUTY UNDER TREATMENT.</b> Member assigned as an in-patient at an other-than-Navy Uniformed Service medical facility.	PERS-4
380	<b>TEMPORARY DUTY FOR SEPARATION PROCESSING.</b> Member assigned at designated separation activity pending separation processing under orders for resignation, discharge, separation, release from active duty, or retirement. Member is entitled to no more than 7 days per diem at the designated separation activity. MILPERSMAN 1910-812 refers.	PERS-4
381	<b>TEMPORARY DUTY PENDING SEPARATION PROCESSING.</b> Member remains in pay status, but is ordered home awaiting final disposition of PEB. At such time member will be issued appropriate orders.	PERS-4
382	<b>TEMPORARY DUTY PENDING SEPARATION PROCESSING (Enlisted Only).</b> Member's separation, discharge, release from active duty, retirement, is pending a review board approval of Administrative Discharge	PERS-4
390	<b>TEMPORARY DUTY DISCIPLINARY.</b> Member is a holdee, but not confined.	PERSUPP DET/ Admin Unit
391	<b>TEMPORARY DUTY DISCIPLINARY.</b> Member is confined on a military facility.	PERS-4
392	<b>TEMPORARY DUTY DISCIPLINARY.</b> Member is held or confined by civilian or foreign authorities.	PERS-4
393	<b>TEMPORARY DUTY DISCIPLINARY.</b> Member is on appellate leave per MILPERSMAN 1050-310.	PERSUPP DET/ Admin Unit
400	<b>System generated.</b> When loss from on board activity processed	N/A